



July 17, 2013

Item No. 4

**RECOMMENDATION TO RATIFY CONTRACT NO. 11030 WITH
ACCESS LIVING OF METROPOLITAN CHICAGO FOR THE
ADMINISTRATION OF THE MODIFICATION FUND**

To the Honorable Board of Commissioners:

RECOMMENDATION

It is recommended that the Board of Commissioners ratify Contract #11030 with Access Living of Metropolitan Chicago ("Access Living") for the administration of the CHA's Accessibility Modification Fund ("Mod Fund") in the amount of \$280,000.

The Office of the General Counsel and the Department of Procurement and Contracts have completed all necessary due diligence to support the submission of this initiative and recommend the approval of this item accordingly.

CORPORATE GOAL

This contract facilitated the provision of a wider selection of integrated private market units to HCV participants with disabilities by funding accessibility modifications through the CHA's Modification Fund.

FUNDING: General Fund

SOLICITATION SUMMARY

Vendor: Access Living of Metropolitan Chicago
115 West Chicago
Chicago, Illinois 60654

Contract Type: Professional Services – Cost Reimbursement

Ratified Contract Amount: \$280,000

Ratified Contract Term: November 13, 2011-April 14, 2013

M/W/DBE Participation:

MBE 40% WBE ____% DBE ____%

Waiver: _____

Section 3:

Hiring 1 (#) Subcontracting ____(\$) Other Economic Opportunities ____

GENERAL BACKGROUND

In 1999, CHA commenced the *Plan for Transformation*, the largest overhaul of public housing in the country's history. CHA began to demolish its irreparable housing stock and relocated residents from these developments either to other public housing units or to private market housing using a Housing Choice Voucher ("HCV"). Residents with disabilities were at a disadvantage in finding affordable, accessible housing in the private market. Consequently, with the urging of disability advocacy agencies, CHA created a modification fund, which consists of a pool of money set-aside for the construction and installation of accessibility features and devices such as grab bars, lifts, ramps and sensory equipment, for HCV participants who need such features to utilize their housing choice voucher.

CHA's former HCV program administrator contracted with Access Living to administer the Mod Fund for seven years, from 2003-2010. After the HCV administrator's contract with CHA expired, the responsibility for contracting with an entity to administer the Mod Fund shifted to the Housing Rights and Nondiscrimination Department ("HRND"), a department of the Office of the General Counsel. HRND sought to find an entity that possessed expert knowledge in accessibility modifications and employed staff that were capable of overseeing on-site modification work in private market housing units throughout the City of Chicago. Additionally, the entity had to be able to: 1) develop a methodology to administer the Mod Fund; intake and analyze accessibility applications; 2) perform a physical assessment of the proposed unit/building to undergo modification; 3) subcontract with construction firms to provide the actual modifications; 4) subcontract with companies to provide accessibility supplies such as grab bars, ramps and strobe lighting; and 5) provide on-site quality control. HRND found that Access Living, a not-for-profit organization was the only entity that was capable of providing all the necessary services with the required degree of skill and knowledge.

A contract with a fixed compensation amount of \$80,000.00 was executed with Access Living to administer and disburse a \$200,000 Mod Fund with the assumption that the funding earmarked for the Mod Fund had been previously approved by the Board for reimbursement to Access Living, as it had been the organization administering the Mod Fund for nearly a decade. Since the vendor's compensation amount was \$80,000.00 and it was believed that funding of the Mod Fund had been Board authorized, the contract was not brought before the Board for approval. The requested ratification is submitted to obtain the Board's formal authorization to fund Contract No. 11030 for the total amount of \$280,000.00, representing cost-reimbursement funding of \$200,000.00 for the Modification Fund and \$80,000.00 in fixed fee compensation for Access Living's performance under the Contract.

The Board action recommended in this item complies in all material respects with all applicable Chicago Housing Authority board policies and all applicable federal (HUD) procurement laws.

The Chief Legal Officer concurs with the recommendation to ratify Contract No. 11030 in the amount of \$280,000.

The CEO/President recommends the ratification of Contract No. 11030 in the amount of \$280,000.

RESOLUTION NO. 2013-CHA-51

WHEREAS, the Board of Commissioners has reviewed the Board Letter dated July 17, 2013 entitled "RECOMMENDATION TO RATIFY CONTRACT NO. 11030 WITH ACCESS LIVING OF METROPOLITAN CHICAGO FOR THE ADMINISTRATION OF THE MODIFICATION FUND";

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY

THAT the Board of Commissioners hereby ratifies Contract No. 11303 with Access Living of Metropolitan Chicago in the amount of \$280,000.

This award is subject to the Contractor's compliance with the CHA's applicable MBE/WBE/DBE, Section 3 hiring, and insurance requirements.

